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56-1409

16 APR 1956

H.G.h.
4/17/56

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Position Evaluation Survey of Office of Communications

REFERENCE: Memo from DD/S to D/Pers, dated 6 Mar 56, Subject:
Classification Survey - Office of Communications

56-779

1. This memorandum is for information.
2. In order to comply with instructions contained in referenced memorandum the following course of action has been agreed to by this Office and the Office of Communications.
 - a. Office of Communications will review their staffing structure and submit to Office of Personnel by approximately 1 May 1956 a listing of the types and locations of positions which they recommend be reviewed initially in order to resolve immediate classification problems.
 - b. Office of Personnel will give priority to the above listing in scheduling appropriate position analyses. It is recognized and agreed to by both Offices that some positions other than those listed originally may require review in order to maintain proper alignment.
 - c. During the review, emphasis will be placed on developing "standard" job descriptions which can be used to cover similar positions throughout the Office of Communications. This approach is a part of the procedures being utilized in the test application of the Revised Manpower Control System in Communications.
 - d. Other positions in Communications will be subject to classification survey when practicable in accordance with the existing program to survey each Office periodically. Office of Personnel will initiate this phase of the survey at a time acceptable to Communications.

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Harrison G. Reynolds
Director of Personnel

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